



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

CONSOLIDATED COMPUTER PURCHASE PROGRAM CIO REVIEW REQUEST FORM

Departments seeking standard Consolidated Computer Purchase Program (CCPP) equipment whose total dollar value equals or exceeds \$5,000 must complete and submit this CIO Review Request Form to the Chief Information Office (CIO), identifying and justifying the items to be purchased. The Department's CIO Senior Associate will review the request to ensure the purchases are in alignment with the County Strategic IT Directions and approved departmental Business Automation Plans (BAP).

DEPARTMENT INFORMATION

Date:	<input type="text"/>		
Department:	<input type="text"/>		
Name:	<input type="text"/>	Title:	<input type="text"/>
E-Mail:	<input type="text"/>	Phone:	<input type="text"/>
Dept CIO:	<input type="text"/>	Signature:	<input type="text"/>

INSTRUCTIONS

1. **Complete the justification** for the standard CCPP equipment requested.
2. **Submit the CIO Review Request Form and draft Purchase Requisition** via e-mail to info@cio.lacounty.gov. The CIO will review and act upon the CIO Review Request Form within three (3) business days.

JUSTIFICATION

CIO APPROVAL

CIO Senior Associate:	<input type="text"/>	Signature:	<input type="text"/>
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